



Connecticut State Library
Job Opportunity
Library Specialist (Unclassified)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Position No.: 34950
Unit: Library for the Blind and Physically Handicapped (LBPH)
Location: 198 West Street, Rocky Hill, CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour work week
Salary: \$2,926.17 bi-weekly; \$76,373 annually (AR26)
Closing Date: March 16, 2016

The preferred candidate will have considerable experience in the leadership and management of a library department/division/unit; experience in multiple library functions including technical services, collection management, and circulation; working knowledge of library automation systems; experience in public outreach; some experience serving the reading needs of the blind and disabled; and a minimum of two years supervisory experience.

EXAMPLE OF DUTIES: Supervises the day-to-day circulation and technical services operations of the library; performs cataloging functions for audio and braille books; conducts shelf planning and implements active weeding programs; oversees the audio book duplication program; maintains currency with the rapidly changing and growing online delivery of library services and books; maintains active liaison with the automation system vendor including problem troubleshooting; supervises the audio equipment loan program including effective audio equipment inventory control and disposition; manages the library volunteer program; arranges and conducts outreach events; maintains the LBPH portion of the State Library website; develops pertinent policies and procedures; conducts related surveys and studies; supervises assigned staff; becomes Acting Director in the absence of the Director; exercises effective leadership to create and sustain a productive, positive, supportive, and respectful work environment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of professional principles and practices of library science and/or bibliographic sources of information; considerable knowledge of and demonstrated ability in specialized functional procedures and/or specialized subject matter; considerable knowledge of library administration principles and techniques and library automation; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and solve complex problems relating to library methods and procedures; ability to utilize computer software; some supervisory ability.

EXPERIENCE AND TRAINING: General Experience: A Master’s degree in Library Science or Information Science from a library school accredited by the American Library Association AND three (3) years of post-graduate degree experience in a relevant area of professional library work.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (CT-HR-12)** at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl, Human Resources Specialist
Dept. of Administrative Services/SmART
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: your last name and LibSpec34950.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.